



Addendum No. 1

Date: June 28, 2019

RE: REQUEST FOR PROPOSAL NO. P-130000519 MANAGEMENT, OPERATIONS, AND MAINTENANCE OF BUENAVENTURA GOLF COURSE AND OLIVAS LINKS GOLF COURSES

Item No. 1

Bidders are welcome to visit our golf courses; provided, there is not contact with City staff or Kemper Management staff in such a way that this solicitation is; or, the requirements of the solicitation are referenced in any way. This includes scheduling the visit or asking questions.

Item No. 2

Bidder to include in their RFP submission:

1. Sample Financial Reports for municipal golf courses you currently or have managed:
 - a. Monthly Revenue and Expenses to include the following:
 - i. Detailed Revenue by type
 - a. Including Greens Fees and Rounds by type
 - ii. Detailed Expenses by type
 - a. Detailed Accounts Payable register with Vendor, Description, and Amount
 - b. Payroll Register
 - b. Comparative Reporting to Budget, Prior Year, Year to Date, and Rolling 12 Months
2. Sample Bank Reconciliation

Item No. 3

Question: Will the bidders be able to look at the detailed historical income statement (revenue and expense) for each golf course? Ideally 2018 and 2017 full years along with a YTD 2019 compared to YTD same period 2018.

Answer: Documents: Ventura Golf Financials June 17, June 18, May 2019; Key Performance Indicators Fiscal Years 2016-2018.

Item No. 4

Question: Can you provide the last two years detailed financial statements by Course/Department for the courses?

Answer: Documents: Ventura Golf Financials June 17, June 18, May 2019.

Item No. 5

Question: Can you provide the 2018-19 summary and Course/Departmental budget?

Answer: Documents: Ventura Golf Financials June 17, June 18, May 2019.

Item No. 6

Question: Do you have utility usage and cost history?

Answer: Documents: Ventura Golf Financials June 17, June 18, May 2019 (detail tabs).

Item No. 7

Question: Can you provide the last two years rounds of golf broken down by type?

Answer: Documents: Greens Fees – BV; Greens Fees – OL.

Item No. 8

Question: Current year Budget with Course/Department detail and round count detail in a month by month and total format – 13 columns.

Answer: Unable to provide in 13 columns. Documents: (Ventura Golf Financials June 17, June 18, May 2019.

Item No. 9

Question: Latest Financial Statement for current year.

Answer: Documents: Ventura Golf Financials May 2019.

Item No. 10

Question: EOY Financials by Course/Department for past 2 years.

Answer: Documents: Ventura Golf Financials June 17, June 18, May 2019.

Item No. 11

Question: Round Counts by Player Type / Rate Category and associated green fee revenue for past 2 years to tie to Financials above.

Answer: Documents: Greens Fee – BV; Greens Fee – OL.

Item No. 12

Question: Month by month rounds by player type and revenue for last 2 years.

Answer: Documents: By Month for each Course (i.e.: 201607 July Greens Fee – OL).

Item No. 13

Question: Employee Organizational Chart

- a. Show employees by department
- b. Show rates of pay and employee type (i.e. FT / PT) and (Exempt vs Non-Exempt)
- c. Latest EOY Payroll report to show total wages for each employee
 - i. Employee should be redacted or blacked out, just need position, department and above info

Answer: Documents: Position Listing with Rates.

Item No. 14

Question: Current Employee Benefits Plan Qualification for FT vs PT

- a. Benefit Costs - Employee / Employer Split
- b. Incentive Plans
- c. Tip / Gratuity Policies by Course/Department
- d. If Independent Contractors, provide Agreement

Answer: Documents: Response for employment questions.

Item No. 15

Question: Lease Schedule – Carts and Equipment

- a. Operating and Capital Leases to show equipment / monthly payment / # of months per year / Buyout Amount / Lease termination

Answer: Documents: Lease Agreement 8-1-19 Yamaha Golf Carts; Lease Agreement-TCF Golf Maintenance Equip; Lease Agreement-PNC Equipment Finance.

Item No. 16

Question: Capital Needs by Course/Department.

Answer: Document: Active Lease Agreements.

Item No. 17

Question: What capital has been spent by Course/Department over the past 24 months.

- a. What capital is anticipated over the next 24 months.

Answer: Documents: Ventura Golf Financials June 17, June 18, May 2019 (detail tabs, some improvements are labeled capital projects).

Item No. 18

Question: Agronomic Plan for Current Year.

Answer: Documents: Maintenance Plan Buenaventura GC; Maintenance Plan Olivas Links.

Item No. 19

Question: Marketing / Revenue Plan for prior year and current year.

- a. Membership Rates and Types. **Answer: Documents: Golf Fees 7-1-2019.**
- b. Player Card Programs. **Answer: Documents: Ongoing-Promotions.**
- c. Rates for Daily Fees. **Answer: Documents: Golf Fees 7-1-2019.**
- d. Outing and Banquet / Wedding Packages / Pricing. **Answer: Documents: BBC Bar Pricing; Buenaventura Banquet Center Room Rental Rates.**
- e. List of Events by month and associated revenue for past year and on books for current year. **Answer: Documents: Ventura Golf Financials June 17, June 18, May 2019.**
 - i. Weddings / Banquets- **Answer: unable to provide information.**
 - ii. Golf Outings – **Answer: unable to provide information.**

Item No. 20

Question: Problems - Questions - Issues - Opportunities by Course/Department.

Answer: None.

Item No. 21

Question: What are the current salaries / incentive comp packages for the Key Employees?

- a. GM
- b. Director of Golf
- c. Director of Agronomy

Answer: Documents: Position Listing with Rates.

Item No. 22

Question: What are the costs for water and electricity for golf course irrigation for both golf courses?

Answer: Documents: Ventura Golf Financials June 17, June 18, May 2019 (detail tabs).

Item No. 23

Question: What is the acreage of the following areas for each of the golf courses:

- a. Tees
- b. Greens
- c. Fairways
- d. Rough
- e. Bunkers

Answer: Document: Acreage Numbers for Golf Courses.

For Buenaventura:

- a. Have just the par 3 tees been converted to paspalum?

Answer: Document: Acreage Numbers for Golf Courses.

Item No. 24

Question: What is the current debt associated with each of the golf courses?

Answer: Documents: Golf Debt.

Item No. 25

Question: What capacity exists to borrow additional money for capital improvements such as clubhouse at Olivas and update the banquet space at Buenaventura?

Answer: City is always available for a discussion regarding potential scenarios for funding of capital projects. Funding assurance is not implied or guaranteed, but the City is open to discussions and partnerships for capital improvements.

Item No. 26

Question: What is the plan / strategy to fund the following or is there a plan?

Answer: No current plans in CIP for upgrades to Banquet Center.

- a. Update and re-open the Banquet Facilities at Buenaventura
 - i. The RFP mentioned Health Department Requirements. **Answer: Document: Buenaventura Banquet Center Corrections-County Health.**
 - ii. What are those requirements for compliance and projected costs? **Answer: No Cost Estimates.**
- b. Permanent Clubhouse and F & B alternative at Olivas which may include a large banquet space.
 - i. Mr. Burton mentioned a plan which was between \$3M and \$4M for the Clubhouse.
 - ii. Can you share the plans and costs for such? **Answer: We do not have this information at this time.**

Item No. 27

Question: In the RFP it states that the cost of the operational review and audit will be part of the management fee. Has there been a scope of work identified? Is there a vendor chosen? Is there a cost identified?

Answer: No.

The addendum is in addition to the request for proposal and specifications. Bidder shall certify that they have reviewed the addendum. **Bidder shall include a copy of the addendum with the proposal.**

OFFICIAL SIGNATURE

DATE

PRINT NAME

TITLE

COMPANY